

 <div style="margin-left: 20px;"> NORTON SOUND HEALTH CORPORATION </div>		EMPLOYEE NAME: POSITION TITLE: Director of Pharmacy JOB CODE: 32614-71 EXEMPT: Yes TRAVEL REQUIRED: No
POSITION DESCRIPTION		
PREPARED BY: Human Resources APPROVED BY: Corporate Officers	DATE: 8/98 DATE: 3/06	DEPARTMENT: Pharmacy DIVISION: Hospital Services
REPORTS TO: AVP Hospital Services		
SUPERVISES: Supervises pharmacists and pharmacy technicians.		

PURPOSE OF POSITION: To manage, coordinate and direct the Pharmacy Department and provide patient and family focused care in accordance with NSHC's mission, philosophy, policies, and procedures.	NOT APPLICABLE	MET STANDARD	DID NOT MEET STANDARD
MAJOR RESPONSIBILITIES: I. Core Competencies: I. A. Pharmacy Process and Professionalism: <ul style="list-style-type: none"> Utilizes the pharmacy process of assessment, diagnosis, planning, intervention, and evaluation when: assessing the patient's condition and needs; setting outcomes; implementing appropriate pharmacy actions to meet the patient's/family's physical, emotional, spiritual, social, intellectual and safety needs; and evaluating patient's progress. Represents NSHC in a professional manner while acting as an advocate for patients/families, physicians, and other staff members. Maintains quality and efficiency standards as set by the immediate supervisor and makes recommendations for improvements. Participates in activities that promote professional growth and self-development. Attends pertinent in-services, departmental and other meetings as requested by the immediate supervisor. Adheres to all NSHC dress codes, personnel and safety policies. Upholds NSHC's vision, mission and corporate values. B. Problem Solving/Critical Thinking: <ul style="list-style-type: none"> Identifies work-related problems with possible solutions and implements solution(s), when appropriate. Maintains constant awareness of the legal aspects of pharmacology and demonstrates this in decisions regarding patient care within the pharmacists scope of practice. C. Assessments and Interventions: Demonstrates system based assessments identifying patient problems and needs with appropriate interventions to achieve desirable outcomes. D. Procedures, Therapies, and Treatments: Maintains an in-depth knowledge of pharmacology principles, practices, standards, and techniques and applies this knowledge in accordance with NSHC policies and procedures and in compliance with State and federal laws/regulations. E. Care Management: Functions to assure pharmacology care is accomplished effectively and efficiently in a cost effective manner and the medical regime for each patient is implemented as prescribed by the physician. Delegates/assigns tasks/duties to other members of the department as appropriate. F. Documentation: Gathers data and accurately documents information in a timely manner demonstrating the utilization of the pharmacy process to promote patient outcomes.			

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MAJOR RESPONSIBILITIES: <p>G. Safety:</p> <ul style="list-style-type: none"> • Maintains and demonstrates a thorough knowledge of departmental and corporate safety policies and procedures as they pertain to the job, including the fire and disaster plans. • Maintains a safe environment for patients, guests and staff. • Maintains confidentiality of information deemed confidential. <p>H. Teamwork Expectation:</p> <ul style="list-style-type: none"> • Maintains harmonious and cooperative relations with fellow employees, management, patients and guests. • Promotes healing by maintaining a peaceful, orderly and clean environment. • Acts as a role model in maintaining a professional atmosphere. <p>I. Patient Education: Participates in facilitating patient's and family's learning regarding medication. Reinforces patient's continued health care through teaching and/or referral to community agency follow-up.</p> <p>J. Medication Administration: Calculates dosages and administers medications accurately.</p> <p>II. Performs other related work as directed by immediate supervisor (i.e. participates in orientation of new personnel, attends meetings and court hearings when needed, and completes assigned tasks in a timely manner).</p> <p>III. Department/Area Specific: Pharmacy</p> <p>A. Customer population specific</p> <ul style="list-style-type: none"> • Demonstrates ability to work with and provide appropriate service and information to the clients, general public, outside agencies, departments, employees and management. <p>1. Provides care to the following age groups:</p> <p>___Embryo ___birth ___infant (0-2yrs) ___child ___pre-adolescent</p> <p>___Adolescent ___adult ___geriatric ___maternal/neonate</p> <p>B. Demonstrates ability to care for medical, critically ill, traumatically injured, mental health, maternal/neonate, and pediatric patient populations according to policy and procedure. Uses the pharmacology process to assess, plan, implement, and evaluate the care of these patients.</p> <p>C. Supervisory Responsibilities:</p> <ul style="list-style-type: none"> • Responsible for all personnel matters in regards to the pharmacists and pharmacy technicians. • Implements department programs, projects or changes annually to promote productivity, enhance services, and/or increase staff awareness of the need to control costs. • Preparation of fiscal year budget and staffing requests. • Maintains and monitors fiscal concerns and viability. • Establishes work schedule and assignment procedures to ensure coverage as demonstrated by maintaining staffing within approved budget. 				

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<p>MAJOR RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Planning: Participates and contributes to corporate wide planning, and; anticipates and reacts appropriately to changing workloads of departments. • Organizing: Established and maintains an effective organizational structure for the Unit; deploys staff and utilizes other resources effectively, and; integrates unit goals with those of other units/divisions. • Leading: Effectively represents NSHC in state and regional meetings; resolves inter-personal staff conflicts effectively and promptly, and; advocates for NSHC. • Evaluation: Evaluates units effectiveness and develops appropriate plan to improve; recognizes and promptly deals with important divisional issues and brings corporate-wide issues forward for resolution, and; conducts program, department and staff evaluations in an effective and timely manner. <p>QUALIFICATIONS:</p> <p>Education: Graduate of an accredited school of pharmacy, advanced degree is preferred.</p> <p>Registration/Certification: Licensed Pharmacist in the State of Alaska.</p> <p>Experience: Five years of clinical pharmacy experience is required, preferably in the hospital setting, with one year in a supervisory capacity.</p> <p>Skills: This position requires good organizational skills with attention to detail. Must be able to communicate effectively (oral and written). Possess ability to follow detailed written and oral instruction. Demonstrate professionalism, consideration and confidentiality towards others in stressful situations.</p> <p>Physical Requirements: Must be in good general health. Must be physically able to talk, hear, type, file, write, bend, stoop and reach. Continuous amount of sitting and/or standing is required.</p> <p>Personal Traits: Must be courteous, accountable, and responsible for self and actions; dependable, honest, cooperative, adaptable, versatile, mature, good listener, objective and able to remain calm under stress. Must have ability to adapt emotional responses to the needs of people of varying temperament and disability.</p> <p>Working Conditions: Well-lighted and ventilated work area.</p> <p>Work Hours: Normal working hours are Monday through Friday, 8am to 5pm, however, since this is an exempt position evening and weekend work is expected. May be required to participate in a call schedule.</p>				